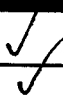




U.S. DEPARTMENT OF THE INTERIOR

Standard P.D.

Certification of Approval for Special Retirement Coverage



Under the Civil Service Retirement System (5 U.S.C. 8336(c))

Under the Federal Employees Retirement System (5 U.S.C. 8412(d))

Bureau: of Land Management, Bureau

Classification Title: Range/Forestry Technician

Organization Title: Engine Foreman

Series and Grade: GS-0455/0462-06

Position Number: F044

Category: Primary - rigorous - FF

RECOMMEND:

Marcia L. Scifres
Bureau Special Retirement Coordinator

12/09/96
Date

x *W. Scott*
Delegated Official

12/17/96
Date

APPROVAL:

The position described above is approved for special retirement coverage for law enforcement officers and firefighters under the retirement system indicated.

W. Scott
Secretary's Designee Special Retirement Program

12/20/96
Date

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS BUREAU OF LAND MANAGEMENT, ISO		2. NAME OF INCUMBENT	
3. ORGANIZATIONAL LOCATION _ AS SHOWN ON CURRENT DESCRIPTION; _ AS HEREBY AMENDED			
11a. DEPARTMENT OF THE INTERIOR b. BUREAU OF LAND MANAGEMENT c. IDAHO STATE OFFICE		d. LOWER SNAKE RIVER DISTRICT e. FIELD OPERATIONS SUPPORT TEAM	
4. CSC TITLE AND BUREAU POSITION NO. SUPERVISORY RANGE TECHNICIAN (F044)		SCHEDULE GS	SERIES 455
		GRADE 06	
_ SAME AS PRESENT; AMENDED FOR: _ CSC TITLE, _ POS. NO., _ SERIES, _ GRADE			

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT.	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.
<u>/s/ DALE ANDERSON (for)</u> <u>11/22/96</u> (Signature of Supervisor) (Date)	<u><i>John Stewart</i></u> <u>11-22-96</u> (Signature of Official Exercising Classification Authority) (Date)
Title SUPERVISORY FIRE MANAGEMENT SPECIALIST	Title POSITION CLASSIFICATION SPECIALIST

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE, AND THE ADDITIONS, DELETIONS, OR OTHER REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The incumbent will receive more frequent supervision than at the full performance level. Supervision will include monitoring and oversight on incidents and training assignments on small and less complex incidents. Frequent review and follow up will be required after more complex assignments. The formal training required to fully meet the requirements of the position will also be made available to the incumbent.

(This position amendment is being submitted for special firefighter retirement coverage. It has already been approved for coverage at the GS-07 level.)

Special Retirement Coverage:	
<input checked="" type="checkbox"/> Firefighter	<input checked="" type="checkbox"/> CSRS; date approved <u>12/20/96</u>
<input type="checkbox"/> Law Enforcement	<input checked="" type="checkbox"/> FERS; date approved <u>11/22/96</u>
<input type="checkbox"/> primary/vigorous	<input type="checkbox"/> secondary/administrative <input type="checkbox"/> secondary/supervisory

This position is for young and physically vigorous individuals and is subject to the maximum entry age restrictions.

FF Special Retirement Coverage

Standard Position Description (SPD)# F044

Certification of CSRS Primary (FF) coverage approval for the above SPD can be found in the signed OPM general coverage certification letter dated 07/29/91.

Certification of FERS Primary-Rigorous (FF) coverage approval for the above SPD can be found in the signed DOI general coverage certification sheet dated 10/02/91.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

F044

6. OPM Certification No.

2. Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ Other

Explanation (Show any positions replaced)

3. Service

☐ Hdqtrs. ☒ Field

4. Employing Office Location

5. Duty Station

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interests

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position is:

☒ Supervisory
☐ Managerial
☐ Neither

12. Sensitivity

☒ 1-Non-Sensitive ☐ 3-Critical Sensitive
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Supervisory Range/Forestry Technician*	GS	455/462	07		11/21/90
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Supervisory Range/Forestry Technician*	GS	455/462	07	mlh	6/22/90

16. Organizational Title of Position (if different from official title)

Engine Foreman

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

DEPARTMENT OF THE INTERIOR

c. Third Subdivision

a. First Subdivision

Bureau of Land Management

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

1. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

L. BARKOW Ch Fire & Aviation

Signature

Date

Signature

(signed) L. BARKOW

JAN 18 1991

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

GS-455/462

Typed Name and Title of Official Taking Action

JULIET D. POWELL

Personnel Management Specialist

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

Juliet D Powell 11/21/90

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

SUBJECT TO DRUG TESTING

*Interchangeable based upon primary vegetation of the unit.

✓	Special Agent in Charge	07/29/91
✓	Asst. Dir.:	
✓	Adm. Serv.	10/02/91
✓	Ident.	
✓	Inspection	
✓	Intell.	
✓	Lab.	
✓	Legal Coun.	
✓	Off. of Cong. & Public Affs.	
✓	Rec. Mgmt.	
✓	Tech. Serv.	
✓	Training	
✓	Off. of the Inspector General	

25. Description of Major Duties and Responsibilities (See Attached)

Supervisory Range/Forestry Technician, GS-455/462-7
Engine Foreman
Position No. F044

INTRODUCTION

This position is located in a BLM fire suppression organization. The purpose of the position is to serve as a working crew supervisor for a group of engine crews.

DUTIES

A. Serves as a working crew supervisor of two or more engine crews in carrying out fire suppression operations. Accompanies engine crews to fires and as Incident Commander sizes up situations, determines suppression tactics and procedures to be used, and directs attack operations utilizing engines with specialized equipment and hand tools. Scouts lines for potential problems and adapts plans to compensate for problems. Ensures area determined as the fire origin is secured and basic information is documented. May request additional air support and direct air operations also.

May serve as an engine operator.

On larger fires, fills line or overhead positions as assigned.

B. Participates in prescription burning projects as assigned (generally directs multiple engine operations).

C. Trains and supervises the work of crewmembers in maintaining pump and hoses, chain saws, and specialized hand tools. As a highly skilled engine crewperson performs or directs the performance of emergency field repairs of equipment to enable the equipment to remain operational, if possible, through the emergency.

Participates in fire readiness drills and safety sessions. Receives line firefighting training to increase qualifications.

D. Spends 10-15% of the time in supervisory administrative activities such as selecting employees, timekeeping, coordinating work assignments, reviewing work performed for acceptability, setting performance standards and discussing end-of-season ratings, requisitioning supplies, completing equipment use reports, preparing fire reports, completing accident reports, explaining administrative regulations and procedures, performing property inventories, presenting or participating in the presentation of training courses, etc.

E. Spends an estimated 10-20% of the time supervising other fire suppression related or other resource projects during a normal fire season. Inputs information into fire planning processes.

As time allows, plans prescribed burn projects to meet identified objectives. Adapts environmental information for specific burn site. Researches information regarding the effect of types of fuels and fuel moisture on burn results and smoke management requirements.

FACTORS

Factor 1, Knowledge Required for the Position

Knowledge of fire suppression tactics, methods and procedures relating to the use of engines and other specialized fire suppression equipment in various types of fuels and under a variety of weather and terrain conditions is required to supervise multiple engine crews in fire suppression operations. Prior line firefighting experience and experience with engines is required.

Knowledge of fire behavior including causes of fire; and the influence of wind, slope, topography, and fuel moisture on fire is required to determine the cause of the fire and type of fire suppression tactics to apply to a fire.

Skill in the use, maintenance and recurrent repairs for hoses, pumps, chain saws, and other power and hand tools to train and supervise crewmembers in the operation and maintenance of equipment and to effect emergency field repairs.

Thorough knowledge of BLM and other Federal and State wild fire organization and safety procedures is required to successfully lead fire crews in suppression activities in a variety of situations.

Knowledge of prescribed burn planning procedures and the ability to implement burning plans is required.

Knowledge of the personnel and administrative functions pertaining to the supervision of the crew is required (includes time reports, overtime and fire standby guidelines, travel authorizations, travel vouchers, equipment use reports, emergency requisitions, reporting lost or damaged property, injury reporting, and property inventory procedures).

Ability to supervise others in emergency situations is required.

Must have a valid state driver's license and the ability to operate the type vehicles assigned.

Ability to communicate effectively with others in emergency situations is required.

Factor 2, Supervisory Controls

The employee receives assignments from the supervisor in terms of what is to be done and the resources available to accomplish the assignments. The employee plans and directs the work of the assigned crews independently in most situations. As the crew supervisor, is responsible for analyzing fire situations and determining the methods and procedures to be used in suppressing wildfires within the established policies, previous training, and accepted fire suppression practices. Additional assistance is available in larger, more complex fire situations exceeding the engine crews capabilities. Work is normally reviewed at the completion of assignments.

Factor 3, Guidelines

Procedures for performing the firefighting duties and administrative supervision are included in Bureau manuals, equipment documentation, etc. Due to the variety of situations encountered in carrying out the firefighting assignments, the employee must select and adapt procedures to meet the

specific emergency situations encountered and to solve operational problems. The employee recognizes the need for and recommends changes to operating guidelines and procedures.

Factor 4, Complexity

The work consists primarily of supervising and working with the assigned crewmembers on the fireline and in maintaining fire equipment and tools. The multiple engine crews and the capability of the specialized equipment increases the alternatives available in taking suppression actions. Fires vary in size, intensity, and potential scope dependent upon the fuels, weather, topography and resource values of the specific location requiring the use of varying tactics and procedures. The employee coordinates a number of activities simultaneously in emergency situations.

Factor 5, Scope and Effect

The purpose of the position is to serve as a working crew supervisor during firefighting and equipment maintenance and repair activities. The work performed by the crew contributes to the effectiveness of the firefighting organization in suppressing wild fires and protecting resource values. The firefighting decisions made also affects the safety and welfare of the assigned crewmembers.

Factor 6, Personal Contacts

Personal contacts as a working crew supervisor occur with firefighting personnel throughout the organization as well as with other Federal, State and public wildland firefighting organizations.

Factor 7, Purpose of Contacts

As a crew supervisor, contacts occur not only to obtain information, clarify assignments and report information, but also to plan, coordinate and advise on firefighting efforts in suppression assignments. The employee develops and maintains contacts with other wildfire organizations within the area and coordinates work plans with those entities. The employee may participate in firefighting critiques to resolve problems encountered in previous suppression actions and to improve procedures.

Factor 8, Physical Demands

This firefighting position requires strenuous physical labor on a recurring basis. The employee must meet the established step test and arduous physical requirements for the position.

Factor 9, Work Environment

This position includes recurring field assignments with exposure to various terrain, weather, smoke and fire conditions. Special safety precautions and the use of safety equipment is required. An estimated 10-15% of the time is spent in an administrative environment.